

ShaleComm

Discover More Opportunities

March 31 – April 1, 2015 | Marriot City Center | Denver, CO

Exhibitor Service Manual

Produced by:
Access Intelligence, LLC

Access Intelligence, LLC Office:

4 Choke Cherry Road, 2nd Floor
Rockville, MD 20850
Telephone: (301) 354-2000
Fax: (301) 340-7136
Website: <http://www.ShaleComms.com/>
Email: LJohnson@accessintel.com

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

Dear Exhibitor,

Thank you for exhibiting with us at ShaleComm 2015. Enclosed in this exhibitor manual you will find everything you need for a successful exposition including all of the necessary forms to support your exhibit. Please take time to read through the manual and the helpful hints below. By doing so, you can save yourself time and money!

1. Read Your Exhibitor Service Manual and Note the Deadlines
2. Take Advantage of Pre-Show Promotions and Sponsor Opportunities
3. Reserve Housing Early
 - Make your [hotel reservations early](#) at the Denver Marriott City Center. A discounted rate of \$179 (plus taxes) is available to conference attendees before **Friday, March 6, 2015**.
4. Register Exhibitor Personnel Early
 - Register exhibitor personnel before you get onsite and save time. You can register online at <https://www.eiseverywhere.com/ereg/newreg.php?eventid=105623&discountcode=HPRGT>, and include your VIP code for your booth personnel. Your VIP code will be e-mailed upon submission of your contract. Please feel free to contact Sherry Oommen at (212)621-4807 or soommen@accessintel.com with any questions.
5. Order Essential Services Early and in Advance Online
 - Order by the advanced deadline of March 9, 2015. Orders onsite can cost up to 30% more!
 - Fill out the forms correctly and include payment to qualify for the discounted rates
 - Confirm orders with contractors before leaving for ShaleComm and remember to bring all confirmations, transmittal forms and receipts with you.
6. Shipping
 - Have all items arrive to the Freeman warehouse by March 23, 2015. Items arriving later will incur a fee
 - Remove old shipping labels and attach clean labels with your company name and booth number clearly marked
 - Ship in advance to the Freeman warehouse. Ship prepaid and keep an inventory of all your shipments
 - Shrink-wrap all your cartons onto a skid to avoid any special handling charges. This will not only save you money, but it will expedite the move-in process for you and other exhibitors.
7. Booth Set-up
 - Consider renting a standard or custom display from Freeman
 - Pre-wire the electricity in your display using as few outlets as possible
 - Pre-wire your antenna cable using as few hook-up points as possible
 - Build extra electrical outlets in your display
 - Pack touch-up paint

We appreciate your participation in ShaleComm 2015 and look forward to seeing you in Denver!

Sincerely,

The ShaleComm 2015 Team

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

GENERAL INFORMATION

Event Website:	http://www.ShaleComms.com/
Exhibition Venue:	Denver Marriott City Center 1702 California Street Denver, CO 80202-3402
Move-In Hours:	Monday, March 30, 2015: 12:00 p.m. – 5:00 p.m.
Exposition Hours:	Tuesday, March 31, 2015: 10:30 a.m. – 11:00 a.m. 12:30 p.m. – 2:00 p.m. 3:00 p.m. – 4:00 p.m. 5:30 p.m. – 7:00 p.m.
Move-Out Hours:	Tuesday, March 31, 2015: 7:00 p.m. – 9:00 p.m. Wednesday, April 1, 2015: 8:00 a.m. – 10:00 a.m.
Show Management:	Access Intelligence 4 Choke Cherry Road, 2 nd Floor Rockville, MD 20850 Phone: 301-354-2000 Business Hours: 9:00 a.m. – 5:30 p.m. EST
Official Decorator:	Freeman 4493 Florence St Denver, CO 80238 Direct: (303) 320-5100 Fax (469) 621-5614 FreemanDenverES@freemanco.com
Advance Order Discount Deadline:	Monday, March 9, 2015
Booth Equipment:	Each 8 x 10 booth will receive an 8' high draped backwall, 3' draped side wall, 6' draped table, two side chairs, wastebasket and a 7" x 44" ID sign
Show Colors:	Grey, Flax, & Teal
Booth Carpeting:	The exhibit hall is carpeted.
Height Limits:	Linear Booths – 8 ft. on backwall Perimeter Booths – 12 ft. on backwall Island Booths – 12 ft. Please refer to the display guidelines for exact specifications
Ballroom Ceiling Height:	12'
Conference Dress Code:	Business Casual

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

SHOW MANAGEMENT CONTACT INFORMATION

Exhibit and Sponsorship Opportunities

Michael Cassinelli
Exhibit & Sponsorship Sales Manager
Direct: (301) 354-1691
Fax: (301) 576-5831
mcassinelli@accessintel.com

Lindsey Fuller, CEM
Show Director
Direct: (301) 354-1778
Fax: (301) 340-7136
lfuller@accessintel.com

Conference

Jeffrey Hill
Conference Manager
Direct: (856) 547-0967
Fax: (301) 340-7136
JHill@accessintel.com

Registration and Marketing

Sherry Oommen
Marketing Director
Direct: (917) 825-3014
Fax: (646) 390-1518
soommen@accessintel.com

Operations and Logistics

Liz Johnson
Operations Coordinator
Direct: (301) 354-1507
Fax: (301) 340-7136
LJohnson@accessintel.com

Jessica Davis, CEM, CMP
Senior Operations Manager
Direct: (301) 254-1667
Fax: (301) 340-7136
jcdavis@accessintel.com

VENDOR CONTACT INFORMATION

Decorator

Freeman
Phone: (888) 508-5054
Email: CustomerSupport@Freemanco.com

Audio/Visual/Electrical Service/Internet

Denver Marriott City Center
Director of Audio Visual: Pat Sullivan
Direct Line - (303) 291-2881
Fax - (303) 293-3736

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

EXHIBITOR DEADLINE CHECKLIST

Form	Due Date	Completed
First Day the Freeman Warehouse will Accept Freight	March 02, 2015	<input type="checkbox"/>
Listing Due for the Program Guide – Please send to soommen@accessintel.com	March 6, 2015	<input type="checkbox"/>
Hotel Reservations	March 6, 2015	<input type="checkbox"/>
Exhibitor Staff Registration	March 6, 2015	<input type="checkbox"/>
Freeman Advanced Order Deadline	March 9, 2015	<input type="checkbox"/>
Electrical/Internet Order Form	March 17, 2015	<input type="checkbox"/>
Last Day the Freeman Warehouse will Accept Freight	March 23, 2015	<input type="checkbox"/>

EXHIBITOR STAFF REGISTRATION INFORMATION

Deadline: March 6, 2015

To register exhibitor personnel and exhibitor full-conference registrations [click here](#). Online you will be able to redeem your complimentary passes and have the opportunity to purchase additional registrations beyond your allotment at an exclusive discounted rate.

Exhibitor Conference Pass – All booths are provided 2 complimentary passes for the conference, additional conference passes can be purchased through registration at a discounted rate of \$219. You can redeem your conference passes by using the VIP code provided upon submission of your contract.

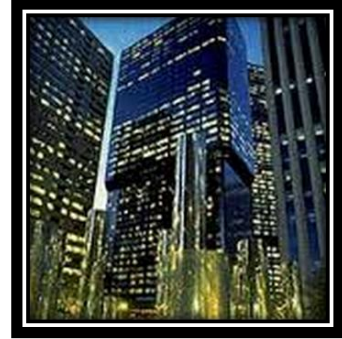
If you have any questions regarding your registration allotment, please contact Sherry Oommen at soommen@accessintel.com.

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

HOTEL ACCOMMODATIONS AND TRAVEL INFORMATION

Denver Marriott City Center
1701 California Street
Denver, CO 80202-3402



Reserve your hotel room early to receive an exclusive group rate! ShaleComm has secured a discounted rate of \$179 (plus charges & taxes) at the Denver Marriott City Center for attendees. You must book your room by March 6, 2015 to take advantage of the discounted rate.

Reservations can be made [online](#) or by calling the hotel directly and mentioning ShaleComm at 1-303-297-1300.

The room rate includes complimentary wireless in guestroom.

Parking

Valet parking is available for \$23 USD daily.

Transportation

Denver International Airport - DEN

Airport Phone: 1 303 342 2000

Hotel direction: 26 miles SW

This hotel does not provide shuttle service.

Bus service, fee: \$11 USD (one way)

Estimated taxi fare: \$60 USD (one way)

Visit [DEN airport website](#)

Colorado Springs Airport - COS

Airport Phone: 1 719 055 0190

Hotel direction: 82 miles N

This hotel does not provide shuttle service.

SuperShuttle; fee: \$22 USD (one way);
reservation required

Bus service, fee: \$75 USD (one way)

Estimated taxi fare: \$180 USD (one way)

Visit [COS airport website](#)

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

SPONSORSHIP OPPORTUNITIES

ShaleComm 2015 offers many opportunities to help your company stand out. Before, during and after the conference and exposition, our sponsorships can afford you the **visibility and branding** you need to **accomplish your sales and marketing goals** and be truly effective in **conveying your company's message to our qualified buyer audience**. Our team is committed to providing you customizable sponsorship options that fit your budget and help ensure your success at ShaleComm.

Key Benefits of Sponsorship:

- Helps drive traffic to your booth
- More than 75% of attendees arrive at the exhibition with a pre-set agenda – sponsorships help your company get on their agenda
- Promotion and recognition of your brand, products and services to all event attendees and buyers
- Helps distinguish your company from competitors
- Increased visibility to members of the press/media
- Targeted sponsorships can help you focus on the buyer segment most important to your company. Eliminate wasted time and maximize the value of your marketing!

Sponsorships must be contractually bound and any unapproved sponsorships are strictly prohibited.

For more information about becoming a ShaleComm sponsor, contact:

Michael Cassinelli, Exhibit & Sponsorship Sales Manager

Direct: (301) 354-1691

Fax: (301) 576-5831

mcassinelli@accessintel.com

To view available sponsorships, <http://www.shalecomms.com/sponsorship-exhibiting-opportunities/>

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

ShaleComm 2015 uses the IAEE Guidelines for Display Rules and Regulations which are widely used in the exhibit industry so chances are the rules for ShaleComm are the same or very similar to other shows you exhibit with.

A. Linear Booth

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths. The dimensions are 10 feet (10') wide and eight feet (8') deep, i.e. 8' x 10'. They have a back wall height limitation of eight feet (8').

A corner booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

Use of space

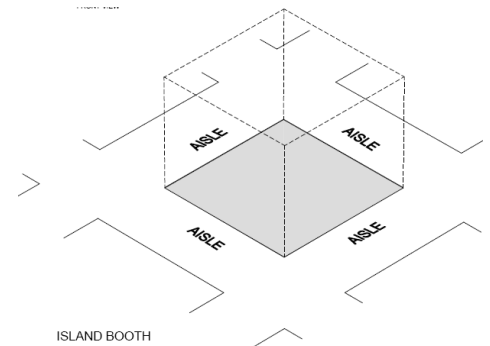
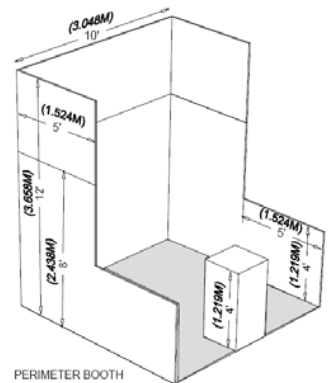
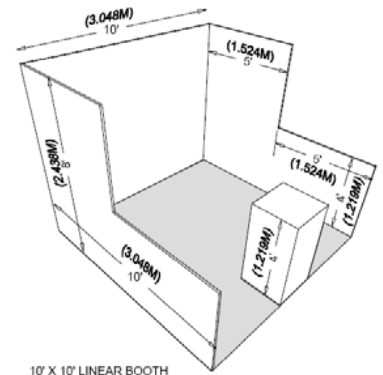
Regardless of the number of linear booths utilized (e.g. 8' x 20'; 8'x30'; 8'x40', etc.) display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.

B. Perimeter Booth

A Perimeter Booth is simply a Linear Booth that backs to a wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12 ft.

C. Island Booth

An Island Booth is any size booth exposed to aisles on all sides. The dimensions of an island booth is typically 16' x 20' or larger, although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height of 12 feet.



ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

ShaleComm 2015 EXHIBIT RULES AND REGULATIONS

1. AGREEMENT: By signing the Contract for Exhibit Space, Exhibitor agrees to abide by these Rules and Regulations and all amendments thereto and the decisions of Show Management. For purposes of this Agreement, (i) the term "Show Management" shall mean Access Intelligence, LLC and its respective agents, (ii) the term "Exhibit Hall" shall mean the Denver Marriott City Center, or any other exhibit hall designated by Show Management in the future, (iii) the term "Exhibitor" shall mean the company that has submitted this Contract, and (iv) the term "Rules" shall mean these Rules and Regulations.

2. UNDESIRABLE ACTIVITIES: Exhibitor agrees that its exhibit shall be admitted into the Show and shall remain from day to day solely on strict compliance with all the rules herein described. Show Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part after Show Management's good faith determination is communicated to Exhibitor that the exhibit or Exhibitor is not in accord with the Contract or the Rules.

3. BOOTH ASSIGNMENTS: Space assignments will be made only after receipt from Exhibitor of this Contract and applicable booth fees. After assignment, space location may not be changed, transferred, or canceled by Exhibitor except upon written request and with the subsequent written approval of Show Management. Notwithstanding the above, Show Management reserves the right to change location assignments at any time, as it may, in its sole discretion, deem necessary.

4. BOOTH REPRESENTATIVES: Booth representation is limited to Exhibitor. Exhibitor shall not permit in its booth a non-exhibiting company representative. Exhibitor shall staff its booth during all open show hours. Booth Representatives shall at all times wear badge identification approved by Show Management. Show Management may limit the number of booth personnel at any time.

5. USE OF DISPLAY SPACE: a) Restrictions on Space Rental: Without the express written permission of Show Management, Exhibitor may not (i) sublet, subdivide or assign its space, or any part thereof, (ii) purchase multiple booths for the purpose of subletting or assigning to third parties, or (iii) permit in its booth any non-exhibiting company representative. Only companies or individuals that have contracted directly with Show Management shall be listed in the Show Directory or allowed on the Show floor as an exhibitor. Only one company name per booth will be listed on any booth sign. No signs or advertising devices shall be displayed outside the exhibit space other than those furnished by Show Management. Failure to comply with this provision may be sufficient cause for Show Management to require the immediate removal of the exhibit and/or the offending Exhibitor, at the expense of Exhibitor. Failure to comply may also result in forfeiture of all fees paid. In addition, all booths must be fully carpeted and no exhibit shall be built to exceed height limitations set in the exhibitor manual. An exhibit that exceeds the height limitations will have to be altered to conform to the requirements, at Exhibitor's expense.

6. INSTALLATION AND REMOVAL: Show Management has full discretion and authority over the placement, arrangement, and appearance of items which Exhibitor displays. Installation of all exhibits must be fully completed at least one (1) hour prior to the opening time of the Exposition. If Exhibitor does not meet this deadline, Exhibitor will not be allowed to set up until two (2) hours prior to the next day's Exposition hours. Any space not claimed by 5 pm, Monday, March 30, 2015 may be resold or reassigned by Show Management, without refund. All exhibit and booth materials must be removed by 10 a.m., Wednesday, April 1, 2015. Show Management reserves the absolute right to inspect any items removed from the exhibit.

7. EARLY REMOVAL OF EXHIBITS NOT ALLOWED: a) No exhibit shall be packed, removed, or dismantled prior to the closing of the Exposition. If Exhibitor acts in breach of this provision, it shall pay as compensation for the distraction to the Exposition's appearance, an amount equal to one-third of the total space charge for Exhibitor's allocated area, in addition to all sums otherwise due under this Agreement. b) For security reasons, any equipment removed from the Exhibit Hall prior to the official closing of the Exposition shall require a special pass issued by Show Management.

8. PROHIBITED ACTIVITIES: a) No cooking may take place in Exhibitor's space and no outside food and/or beverage products may be distributed by Exhibitor. All food and beverage must be ordered through the Denver Marriott City Center b) All demonstrations, sales activities, and distribution of circulars and promotional

material must be confined to the limits of Exhibitor's booth. Exhibitor may not place equipment for display or demonstration in such manner as to cause observers to gather in the aisles. All equipment for display or demonstration must be placed within the assigned booth to attract observers into the booth. c) Exchange of money or consummating the sale of goods or services on the Exhibit Hall floor is prohibited. Orders may be taken for future delivery only. d) Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noise-making machines must be operated so that the noise resulting therefrom will not annoy or disturb adjacent exhibitors or their patrons. e) Exhibitor is prohibited from displaying any devices or objects in the booth that exceed the length of the back wall without prior written approval from Show Management and the Exhibit Hall. f) Animals and pets are not permitted in the Exhibit Hall except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Guide dogs are permitted. g) Exhibitor is not allowed to conduct any activities that could be considered an illegal lottery under the State laws where the event is to be held. h) Electrical equipment that is not UL approved may not be used in the Exhibit Hall. No wiring, installation of spotlights or other electrical work shall be done except by the electrical contractor authorized by Show Management or the Exhibit Hall.

9. UNION LABOR: Exhibitor hereby agrees to use qualified union labor at all times while in the Exhibit Hall and abide by all agreements made between the Exhibit Hall, the unions, and Show Management.

10. RIGHT OF ENTRY AND INSPECTION: Show Management, in its absolute discretion, shall have the right at any time to enter the leased area occupied by Exhibitor or otherwise inspect Exhibitor's material.

11. BOOTH MAINTENANCE: Exhibitor is required to maintain the daily cleanliness of its booth. Cleaning of booths shall take place at times other than Exposition hours. Show Management will be responsible only for the cleaning of aisle space and public areas.

12. CARE OF BUILDING AND EQUIPMENT: Exhibitor and its agents shall not injure or deface any part of the Exhibit Hall, the booths or booth contents or Exposition equipment and decor. If Exhibitor causes any such damage, Exhibitor shall be liable to the owner of the property so damaged.

13. CANCELLATION BY EXHIBITOR: Exhibitor specifically recognizes and acknowledges that Show Management will sustain certain losses if Exhibitor cancels its exhibit space after it has been assigned and confirmed by the Show Management. Due to the difficulty, if not impossibility of determining and proving said losses, Exhibitor agrees to pay the following amounts as liquidated damages, and not as a penalty, if Exhibitor cancels all or part of its exhibit space on or within the time periods specified below:

TIME PERIOD LIQUIDATED DAMAGES

Prior to or on **Jan 30, 2015** 50% of rental fees

After **Jan 30, 2015** 100% of rental fees

Upon cancellation by Exhibitor, Show Management has the right to resell the space and retain all revenue collected. Any such re-sale shall not reduce the amount of liquidated damages to be paid by Exhibitor.

14. CANCELLATION OR POSTPONEMENT OF EXPOSITION: In the event that any unforeseen occurrence shall render the fulfillment of this Contract impossible or inadvisable by Show Management, this Contract shall be amended or terminated as determined by Show Management to be appropriate. Exhibitor hereby waives any claim against Show Management for damages or compensation in the event of such amendment or termination. As it determines to be appropriate, Show Management may return a portion of the amount paid by Exhibitor for space after deduction of amounts necessary to cover expenses incurred in connection with the Exposition. Such expenses shall include, but not be limited to, all expenses incurred by Show Management as a result of contracts with third parties for services or products incidental to the Exposition, including out of pocket expenses incidental to the Exposition, and overhead expenses attributable to the production of the Exposition. No monies will be returned should the dates or location of the Exposition be changed by Show Management, but Exhibitor will be assigned space, which Exhibitor agrees to use under these same Rules. Show Management shall not be financially liable

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

in the event the Exposition is interrupted, canceled, moved, or dates changed, except as provided herein.

15. EXHIBITOR DEFAULT: If Exhibitor is in default of any obligation to AI (including specifically failure to pay AI within 30 days of invoice), AI may terminate Exhibitor's right under this contract to participate in the Exposition. If AI elects to exercise such right of termination, it shall first give Exhibitor written notice stating its intent to terminate and the action that Exhibitor must take to avoid termination. If Exhibitor fails to cure the default within 10 days of the date of notice from AI, Exhibitor shall have no further right to participate in the Exposition. AI's liability to return any amounts paid by Exhibitor under this contract will be limited as set forth in paragraph 13 above. Furthermore, AI may retain any amount that would otherwise be returned by Exhibitor and apply such retained amount to satisfy the liability to AI for which Exhibitor is in default.

16. EXHIBITS AND PUBLIC POLICY: Exhibitor is charged with knowledge of all Federal, State and local laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this Exposition. Compliance with such laws is mandatory for Exhibitor, and the sole responsibility is that of Exhibitor. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual Exhibitor's space, materials and operation is concerned. Exhibitors with questions regarding such laws, ordinances, and regulations should contact Show Management. All booth decorations including carpet must be flame proofed, and all hangings must clear the floor. Electrical wiring must conform to National Electric Code Safety Rules and the electrical code in Denver, CO. If inspection indicates that Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to remove all or such part of his exhibit as may be in violation, at Exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire code are to be used, Exhibitor should contact the Show Management for information concerning facilities or regulations. City and state fire regulations must be complied with. Use of hazardous materials, such as open flame or liquid propane gas, must be approved by the local Fire Department.

17. ERRORS AND OMISSIONS: Show Management assumes no responsibility or liability for any of the services performed or materials delivered by official Exposition contractors or other suppliers to the Exposition, their personnel, or their agents. Any controversies which may arise between Exhibitor and official contractors or union representatives, or personnel of either, on the Exposition premises shall be referred to Show Management for resolution, and Show Management's decision shall be final and binding.

18. SECURITY: Show Management shall provide guard service throughout the hours of setup, Exposition hours, before and after Exposition hours, and during dismantling period. This security is to prevent unauthorized entry into the Exposition halls. A badge must be worn at all times. Show Management reserves the absolute right to inspect any items removed from the exhibit area.

19. LIABILITY AND INSURANCE: a) All property of Exhibitor remains under its custody and control in transit to and from the Exhibit Hall, during installation and removal, and while it is within the confines of the Exhibit Hall. Neither Show Management, the service contractors, the management of the Exhibit Hall nor any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of Exhibitor from theft, damage by fire, accident, vandalism or other causes, and Exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of Exhibitor, except where the damage or loss is due to the gross negligence or willful misconduct of the persons mentioned above. b) Exhibitor understands that Show Management does not carry business interruption and property damage insurance coverage for loss or damage of Exhibitor's property. Exhibitor agrees to obtain adequate insurance during the dates of the Exposition, including move-in and move-out days, in commercially reasonable amounts and with commercially reasonable deductibles, and shall be prepared to furnish certificates of insurance to Show Management if requested evidencing the following coverage: (1) Commercial general liability insurance coverage, including protective and contractual liability coverage for bodily injury and property damage, (2) employers liability insurance; (3) worker's compensation/occupational

disease coverage in full compliance with federal and state laws, (4) comprehensive general liability automobile insurance covering owned, non-owned, and hired vehicles, including loading and unloading hazards. (c) Show Management and Exhibitor agree to waive the right of subrogation by their insurance carriers to recover loss sustained under the respective insurance contracts for real and personal property.

20. ENFORCEMENT OF REGULATIONS: Show Management has full power to interpret and enforce all of the Rules and the power to make amendments and/or further rules or regulations, orally or in writing, that are considered necessary for the proper conduct of the Exposition. Such decisions shall be binding on Exhibitor. Failure to comply with these or any other rules or regulations may be sufficient cause for Show Management to require the immediate removal of the exhibit and/or offending Exhibitor at the expense of Exhibitor. In addition, Exhibitor agrees to be bound by the terms of Show Management's agreement with the Exhibit Hall in which the Exposition is held. Failure to comply with all applicable rules may also result in forfeiture of all fees paid. Show Management may lease any space so forfeited to another exhibitor and retain all revenues collected.

21. CONFLICTING MEETING AND SOCIAL EVENTS: In the interest of the entire Exposition, Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of Exposition attendees, exhibitors, or invited guests from the educational session or Exhibit Hall during the official hours of the sessions or the Exposition.

22. ADA COMPLIANCE: Exhibitor represents and warrants that: a) its exhibit will be accessible to the full extent required by law, (b) its exhibit will comply with the American with Disabilities Act (ADA) and with any regulations implemented under the ADA, and (c) it shall indemnify and hold harmless and defend Show Management from and against any and all claims and expenses, including reasonable attorney's fees and litigation expenses, that may be incurred by or asserted against Show Management because of the Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

23. WAIVER: Waiver by either party of any term or condition or breach shall not constitute a waiver of any other term or condition or breach of this Contract. The rights of Show Management shall not be deemed waived except as specifically stated in writing and signed by an authorized representative of Show Management.

24. SEVERABILITY: If any provision of this Contract is held invalid or unenforceable, neither the remaining provisions of this Contract nor other applications of the provisions involved shall be affected thereby.

25. GOVERNING LAW: This Contract shall be interpreted under the laws of the State of Maryland. The parties agree that any dispute arising under this Contract will be submitted to the federal or state courts of the State of Maryland.

26. ENTIRE AGREEMENT: This Contract constitutes the entire agreement of the parties with respect to the subject matter hereof and specifically supersedes all prior agreements or commitments, whether in writing or oral. No amendment or modification to this Contract shall be valid and binding on the parties unless set forth in writing and signed by both parties.

ShaleComm

March 31 - April 1, 2015 | Denver Marriott City Center

SHIPPING BASICS

In order to be certain all items in your booth arrive intact at the hotel, there are a number of steps you can take to ensure smooth transit. Please see below for some things you should **DO** and some things you **DON'T** do.

1. Ship to the Freeman Warehouse. By shipping to the warehouse you save on the material handling fees plus it will automatically be dropped off in your booth before you arrive. The warehouse will be accepting advanced shipment beginning Monday, March 2, 2015 – Monday, March 23, 2015. Shipments arriving after March 23rd will be accepted, but there will be an additional surcharge applied. Please print out and use the shipping labels on next page.

Exhibiting Company Name / Booth # _____

C/O FREEMAN

Event: ShaleComm 2015

4493 Florence Street

Denver, CO 80238

2. Ship directly to Denver Marriott City Center. If for some reason you won't be able to make the cut-off for the warehouse then you will need to ship your booth materials to the hotel.

Exhibiting Company Name / Booth # _____

C/O FREEMAN

Denver Marriott City Center

Event: ShaleComm 2015

1702 California Street

Denver, CO 80202-3402

Shipping Do's

1. Do read the transportation forms
2. Do make sure your packages are labeled correctly
3. Do make sure you are aware of the various deadlines and when places can start accepting shipments
4. Do use the labels provided in the service kit for shipping to the warehouse
5. Do bring the tracking information with you in case a problem arises
6. Do plan accordingly and allow plenty of time for your shipment to arrive

Shipping DON'TS

1. Don't forget to properly label all packages with your booth number
2. Don't ship everything to yourself at the hotel in an attempt to get around material handling charges.
3. Don't ship something at the last minute and expect it to show up in your booth right away. (Whether sending it to yourself or the hotel's attention you need to allow plenty of time for them to check the package in and prepare it for delivery or pick-up. This may take several hours.)